

SIMPLIFYING CHILD SUPPORT WITHHOLDINGS

The Division of Child Support (DCS) understands that mandatory withholding can place an increased burden on an employer. We would like to save your company time and money by simplifying the withholding process. DCS offers a variety of electronic funds transfer/electronic data interchange (EFT/EDI) options.

- ◆ Child Support Internet Payment Service: www.childsupportpayment.dshs.wa.gov
- ◆ Repetitive Automated Clearing House (ACH) debit
- ◆ Pay by phone ACH debit
- ◆ PC Modem ACH debit
- ◆ ACH Credit with addenda*

*(NOTE: DCS will accept records in CCD+ or CTX format. Your bank should be able to inform you if these options are available for your business.)

Employers can make withholding payments to DCS with little effort, as well as ensure timeliness and accuracy in the processing of those payments.

DCS offers a Child Support Internet Payment Service where employers may register and pay child support using a secure Internet web site. This service can be used by small to medium employers who submit up to 200 payments each pay period. The withholding amounts may either remain constant or vary each pay period. To register or view a demo, visit our web site: www.childsupportpayment.dshs.wa.gov

When the child support withholding is the same amount each month, an employer can set up a repetitive debit. Once the initial set-up is done, DCS will automatically deduct the payments from the employer's bank account each month on the same day(s) until the DCS EFT Unit is contacted to stop the deduction.

When child support withholding varies each month due to seasonal or part-time work, DCS also offers employers a Pay-by-Phone or PC Modem ACH debit method. Using a touch tone phone or a PC modem, the employer enters the payment amount to be debited for each employee. After approval of the total amount to send, an ACH debit will transfer the funds. These methods, along with the Internet Payment Service, offer employers more flexibility to change the days of the deduction and/or amounts to coincide with each pay period.

Employers may remit ACH credit payments through the ACH Network using the National Automated ClearingHouse Association (NACHA) CCD+ or CTX format. The NACHA approved standardized format for child support withholding payments can be accepted by all states capable of receiving electronic payments.

DCS values your cooperation and involvement in the success of our child support program. Enclosed are Authorization Agreement forms for you to complete, if you are interested in signing up for any of the EFT options. An authorization agreement form is not needed to register for the Child Support Internet Payment Service.

Thank you for your interest in EFT services. Our trained staff will be glad to work with you or your bank representative in EFT development stages.

If you have any questions, please call our EFT help line at 1-800-468-7422.

